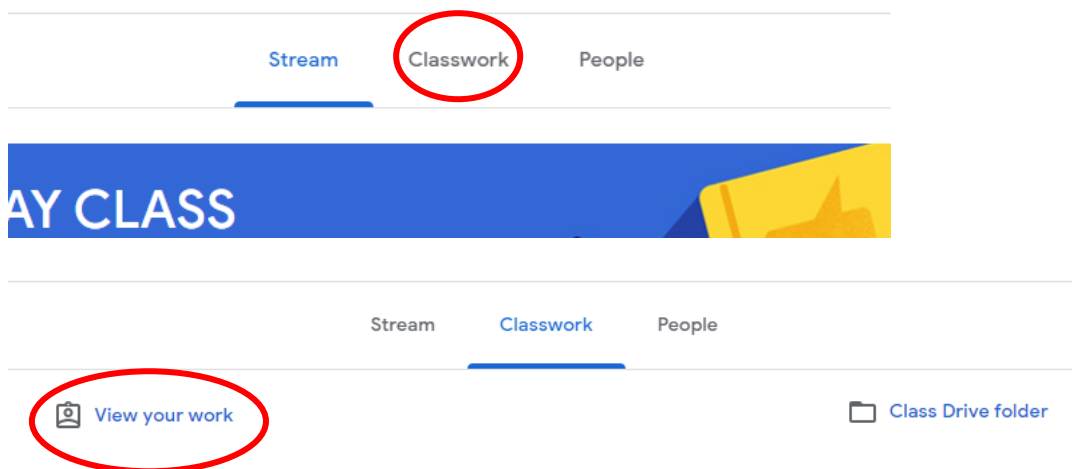


# Guide to submitting work on Google Classroom

1. Once you have logged in, click on 'Classwork' and then 'View your work'.




2. The list of the assignments you have will appear. Click on an assignment to view the task.

18.9.20 Reading Passport Week 2	Tomorrow, 9:00 ...	Assigned
Spellings week 18.09.20	No due date	Assigned
18.9.20 Autumn 1 - Week 2	Tomorrow, 9:00 ...	Assigned

3. A box will appear showing the task. Click on 'View details'.

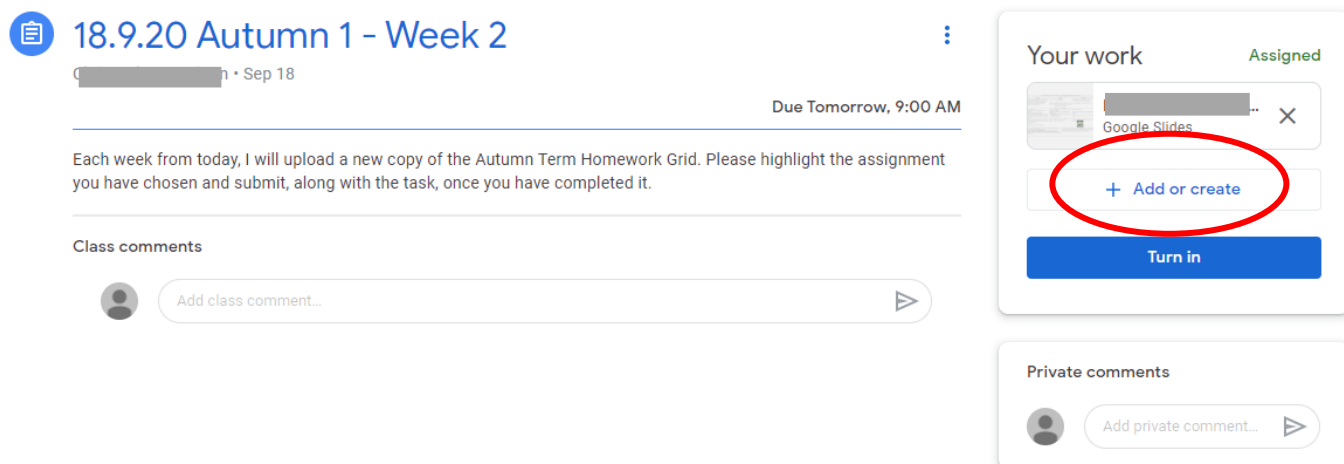
18.9.20 Reading Passport Week 2	Tomorrow, 9:00 ...	Assigned
Spellings week 18.09.20	No due date	Assigned
18.9.20 Autumn 1 - Week 2 @ 1	Tomorrow, 9:00 ...	Assigned



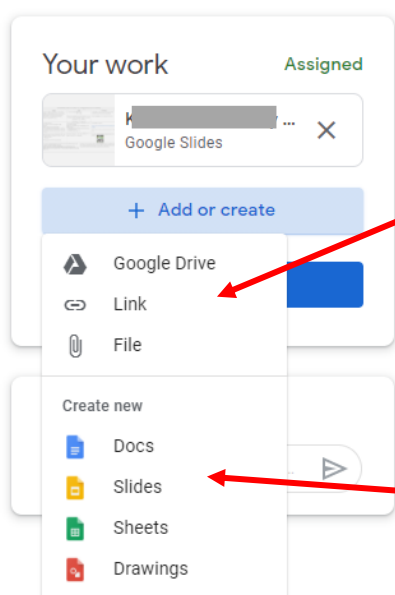
- Hom...  
Google Slides

[View details](#)

4. This is the screen you will see. If you click on '+ Add or create' you can attach a file or open a new document to work on.



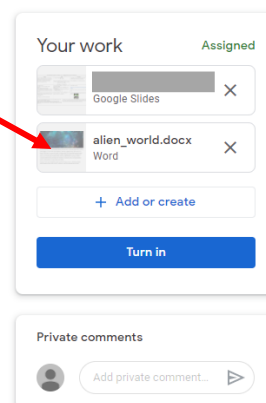
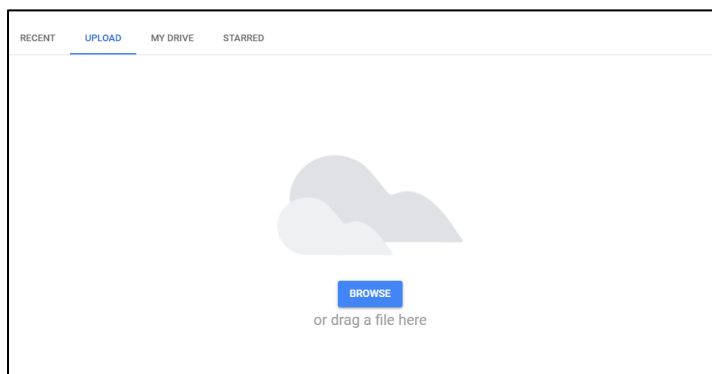
5. A dropdown box of options appear to the right.



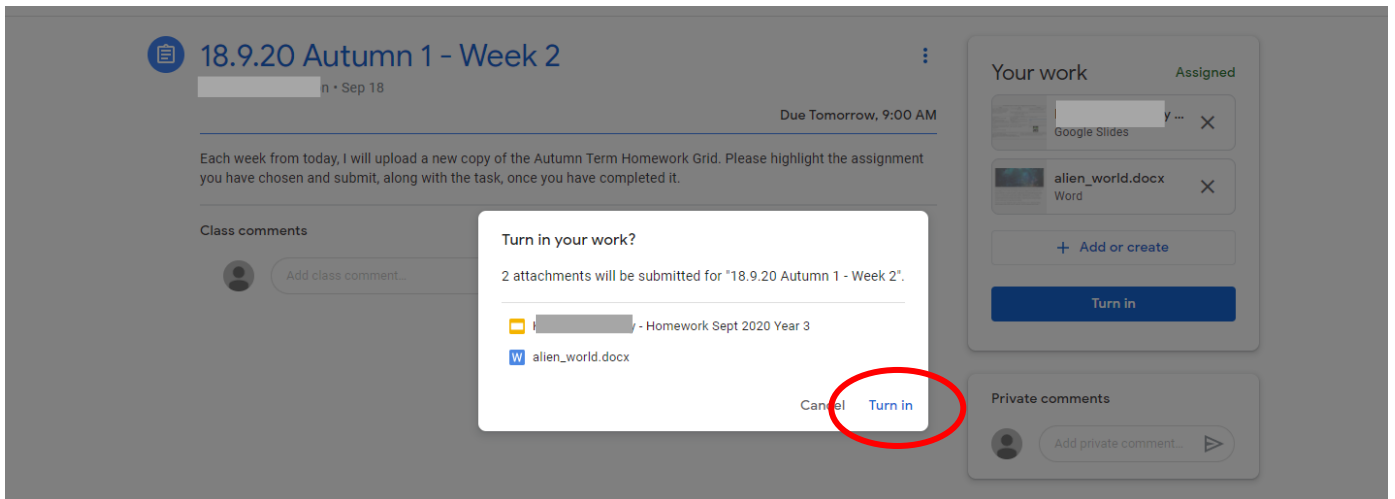
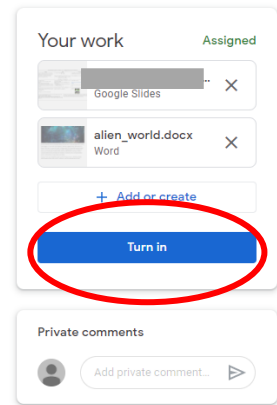
These options allow you to attach a file you have created already. For example, a photo or PDF file from your device.

These options allow you create a new file where you can type or work on it straight away.

6. If you wish to upload a file from your device, click on 'File' and then 'Upload' followed by 'Browse' and you will be able to locate the file you wish to attach. It will then show as an attachment like this.



7. The last thing you must do, is 'Turn in'. If you do not click on this, your teacher will not mark it as it will not appear as finished.



8. Your work will then appear as 'Turned in'. If this was a mistake, you can click 'Unsubmit' and to it or attach another document.

